

SHALINI SALEENDRAN



PERSONAL DETAILS

8593895396

shalinisaleendran178@gmail.com

17/03/1999

Ernakulam

EDUCATION

Graduation-BCA

chinmaya college of arts commerce & science
2017-2020

Higher Secondary Education

Bio Maths
2015-2017

SSLC

2014-2015

SKILLS

- Communication skills
- Team Lead
- SME Support
- Punctuality
- Client Management
- Decision Making
- Problem Solving
- Time Management

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL

OBJECTIVE

I am seeking the employment with a company where I can grow professionally and personally and I seek challenging opportunities where I can fully use my skills for the success of the organization

WORK EXPERIENCE

Customer Service Associate 2020-2022
Sutherland Global Service Kochi

2 years of experience in Sutherland Global service Kochi.

*Handling Payroll and payment Related queries

*Handling Sicknote For German Employees

CERTIFICATION

Certified hospital administration from ISSD Pursuing

ACHIEVEMENTS

*Received Best performer Award in 2020

*Received Shining star Award in 2021

HOBBIES

*Art

*Travel

*Craft Works